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Justice Bulletin

Montana Board of Crime Control

website mbcc.mt.gov

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408
(406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099*

Request for Proposals (RFP)

#06-15 (P) Title V Incentive Grants

Delinquency Prevention Programs

Applications must be postmarked on, or received by July 21, 2006

Project Dates: July 1, 2006 to June 30, 2007

I. Introduction

The Montana Board of Crime Control (MBCC) is soliciting proposals to implement the Title V Incentive Grants for Local Delinquency Prevention Program Funds. Approximately \$50,000 will be available. A 33.3% in-kind and/or hard cash match is required. There is a 3-year term limit on these funds with continuation applications due annually. Award of continuation funding is dependent upon availability of federal funds and subgrant performance.

The Title V Program Area #2, Children of Incarcerated Parents, will receive priority funding. This program provides services to prevent delinquency or treat first-time and nonserious delinquent juveniles who are the children of incarcerated parents.

(Note: Due to federal funding schedules, funds may not be available immediately following the award date, programs should prepare for this contingency.)

II. Purpose of Grant

Title V focuses on reducing risks and enhancing protective factors to prevent youth at risk of becoming delinquent from entering the juvenile justice system and to intervene with first-time and nonserious offenders to keep them out of the juvenile justice system. The goal of this program is to improve juvenile justice systems by increasing the availability and types of prevention programs. The objective of the program is to support both state and local prevention efforts. Subgrantees will need to submit annual performance measurement-based progress reports.

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III. Eligibility

- **Local governments** must agree to comply with Federal and State data reporting requirements.
- **Law enforcement agencies** must be submitting crime data electronically to the MBCC.
- **Non-profit organizations** must submit documentation they have been denied funding by a unit of local or tribal government and document their IRS 501-3C Non-profit status.
- **Tribes** must provide a valid Tribal Resolution, signed by an authorized official representing the tribal entity. For language specified in the tribal resolution, please see our web site @ <http://bccdoj.doj.state.mt.us/juvjust/index.shtml>

IV. Late Applications

- Late submittal for first time applicants will not be considered.
- The first late submittal for continuation project applications will require appearance before the Application Review Committee or Youth Justice Council to request consideration. Second late submittal requires the application be returned and not considered during current cycle.

V. Match

All grants will require a match of 33.3% of the federal funds requested in the applicant budget. For example, if your total budget request is \$30,000, that would require \$20,001 in federal funds and \$9990 in hard cash and/or in-kind match from your community. This equals a total project budget of \$30,000.

VI. Funding Period

- Funding period is July 1, 2006 - June 30, 2007.
- Subgrantees are eligible to receive funding for up to 36 months, but must re-apply every year.

VII. Limitations and Fund Use

Review this list carefully. If you have any questions, call prior to submitting your proposal.

- 1) Purchase of equipment must be integral and necessary for the project.
- 2) Construction, in general, is prohibited.
- 3) Land acquisition is prohibited.

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- 4) Supplanting is prohibited.
- 5) Consultant costs are limited to \$450 per 8-hr day without additional approval or bidding.
- 6) Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. For more information go to www.state.mt.us/doa, click on resources, click on travel policy/hotel listings. Call for instructions regarding out-of-state travel.
- 7) Indirect costs are not allowed.
- 8) Pre-agreement costs are not allowable.
- 9) Rental costs are limited to fair market value for similar facilities in your locality.
- 10) General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
- 11) Funds may not be expended or obligated prior to July 1, 2006.
- 12) Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.
- 13) Uniform allowances will not be permitted.
- 14) If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

(Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.)

Note: Food and beverage items may be allowable if costs meet these guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. The federal Office of Justice Programs discourages approval of expenses for "working lunches;" therefore, we would recommend that you **not** include such items in a request. All food and beverage items must receive prior approval from MBCC.

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VIII. Special Requirements

All successful applicants for grant award funds from MBCC must agree to the following:

- Submit Outcome Measures on the DCTAT data entry system as required by OJJDP. For a list of Outcome Measures specified within the Title V, see: <http://www.dsgonline.com/index.html>
- Submit quarterly reports in the prescribed format according to the MBCC time frames.
- Submit an annual report, which is the final quarter report. The report will summarize the year's activities, challenges, accomplishments and an evaluation of the project.
- Provide a realistic sustainability plan that includes details of how the program will continue once Title V funds are no longer available.

IX. Application Requirements

Applications must be submitted on MBCC forms and include:

- An assessment of Disproportionate Minority Contact (DMC) in your area based upon the current Relative Rate Index and a plan for addressing DMC if applicable. (Contact Scott Furois, Statistical Analysis Center Director at MBCC @ 444-4298 for further information.)
- A completed "Application Requirements Checklist" indicating the page number for each section.

X. Selection Process

- The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize their findings to the Application Review Committee of the Youth Justice Council.
- The Application Review Committee will review all proposals and submit recommendations for funding to the YJC.

XI. Uniform Crime Reporting

In order to receive federal pass-through dollars, it is Board/Council policy that law enforcement agencies report crime data to MBCC. **If the grant is for a law enforcement agency**, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana

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Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the board will decide if the MOU would justify a waiver until the agency becomes compliant. For more information please contact Scott Furois at (406) 444-4298.

Agencies needing crime data to complete their applications can locate that information at mbcc.mt.gov.

XII. Awards & Appeals

Following the review of the applications by the Application Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Council. In the case where the Application Review Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Council. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Council meeting and a representative must appear before the Council at the next meeting.

Council actions are passed on to the successful applicants within 7 days following the Council meeting.

XIII. Application Procedures

Requesting an Application. Call the main office of the MBCC at (406) 444-3604 and request an Application Kit. Indicate the RFP number. You will be sent an application and guidelines. You must comply with all instructions. Also you can access us on the Internet at mbcc.mt.gov and our e-mail address is mbcc@mt.gov.

Who to Call for Assistance: If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff.

<u>Program</u>	<u>Phone</u>	<u>Fiscal</u>	<u>Phone</u>
Natalee Barnes	444-3651	Stacy Purdom	444-6678

Copies:

Electronic copies will not be accepted. Do not e-mail or send your application in on a diskette.

Mail one original copy of the complete application and 7 additional copies.

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Application Check List: Please refer to this checklist before mailing your application.

- ☐ Face Sheet
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Project Narrative
- ☐ Special Assurances and Conditions
- ☐ Application Requirements Checklist /Index
- ☐ Non-Profit Status and documentation that this project has been denied funding by a unit of local or tribal government
- ☐ Signature Page
- ☐ Tribal Resolution

RETURN APPLICATIONS TO:

Montana Board of Crime Control
3075 North Montana
P.O. Box 201408
Helena, MT 59620-1408

Deadline(s). Applications for RFP-#06-15 Title V Incentive Grants must be mailed to MBCC not later than **July 21, 2006 at 5 p.m.** Applicants may choose to use certified mail to guarantee receipt.

Receipt Verification. All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

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Application Requirements Checklist

Instructions

Each of the following required elements must be included in your application. Please fill in the blank preceding each requirement with the page number(s) of your application where it addresses that element.

Place this checklist directly behind the Face Page of your application.

<i>PAGE NO.</i>	<i>DESCRIPTION OF REQUIRED ELEMENT</i>
	<i>MBCC Subgrant Application “SECTION 1 – FACE SHEET”</i>
	<i>Completed “Application Requirements Checklist”</i>
	<i>MBCC Subgrant Application “SECTION 2 – PROJECT BUDGET”</i>
	<i>A budget narrative explaining proposed expenditures for one year of the project.</i>
	<i>An executive summary of the application providing basic information on the proposed program, no more than two pages in length (12 point font). This is a brief summary of your project, a statement of needs or problems, a brief summary of objectives and outcomes to be expected, and total cost.</i>
	<i>A needs statement. An assessment of the community’s need for service. This should include a discussion of the need for the project based upon local and state data available.</i>
	<i>Goal: A clear statement of the desired long-range effect of your project.</i>
	<i>Objectives – Concise statements of what measurable change will be made</i>
	<i>A time-line for implementation of tasks to meet your objectives.</i>
	<i>A current Relative Rate Index (RRI). If the RRI indicates that DMC exists, a description of how the proposal will assess, address and monitor the disproportionate number of minorities in contact with the juvenile justice system and how it will appropriately treat minorities in the system.</i>
	<i>A description of how the proposal intends to identify and meet specialized needs of females</i>
	<i>A description of the OJJDP Performance Measures that meet the current online Performance Measures requirements. See Page 1 for web site information.</i>
	<i>Sustainability Plan</i>
	<i>MBCC Subgrant Application “SECTION 5 – SPECIAL ASSURANCES AND CONDITIONS”</i>
	<i>MBCC Subgrant Application “SECTION 6 – SUBGRANT CERTIFICATION PAGE”</i>

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099.